

# JUNIOR SAFETY PATROL



**POLICE/SCHOOL LIAISON PROGRAM  
CITY HALL, FOURTH FLOOR  
455 N. MAIN  
WICHITA, KS 67202**

Revised 2003

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## **INTRODUCTION**

The Junior Safety Patrol in Wichita is a partnership between Wichita Public Schools, the parochial schools, and Wichita Police Department. The Police Department helps train, monitor and advise as needed. Adult supervisors and safety patrol members are assigned by school administrators to monitor crosswalks. STOP signs, whistles, and raincoats are also supplied by the school or parent organization.

The Junior Safety Patrol squad consists of all student volunteers who are involved in monitoring the safety of vehicles and pedestrians. Traditionally, boys and girls in the fifth grade are used for patrol with fourth grade students filling in as substitutes. However, in schools with a small enrollment, fourth grade students are often regular members of the patrol. The students should be selected for their dependability and should have a responsible attitude. They should feel very privileged to be a member of the Safety Patrol.

Traditionally, a patrol unit consists of a Sergeant, and four (4) members, one on each corner, but it may be altered to meet the physical layout of the streets monitored. Each unit should have a Sergeant but, if there is a shortage of student volunteers, one of the members can be designated as the Sergeant in charge of the patrol unit. Large squads may also have a Captain to assist the teacher/sponsor in monitoring multiple corners.

The number of boys and girls used in the program varies with the system used. In some cases there is a different group used each day of the week, while others schools change squads between morning and afternoon periods. Different groups are used so that no one feels overworked and becomes stale, which also provides a better operating patrol.

## **PATROL SPONSORS**

The successful and effective implementation of a Junior Safety Patrol program takes the cooperative efforts of school administrators, patrol sponsors, parents, students, and the Police Department. The sponsor is the main source of encouragement to the students in performing their day-to-day tasks. There is an obvious correlation between the performance and enthusiasm of the patrol students and the time, attention, and monitoring the patrol sponsor gives to these students. To assist patrol sponsors and to provide uniformity in the patrol operations throughout the City, the following guidelines have been developed:

- 1. Attending the patrol sponsor training.** School Liaison Officers conduct training for Junior Safety Patrol sponsors at the beginning of each school year. This training provides an overview of proper procedures and affords an opportunity to share ideas with other sponsors from throughout the city.
- 2. Identifying the number of students needed to perform patrol responsibilities.** This number will vary according to the size of the school, the physical layout of the neighborhood, the number of students who walk to and from school, and the number of corners to be monitored.
- 3. Distributing and collecting patrol permission slips signed by a parent or guardian.** An information letter that outlines the duties of safety patrol members should be sent home to parents. This will ensure that parents and students are aware of the responsibilities involved. The permission slip should be signed by the student, a parent, and returned to the safety patrol sponsor. (A sample form is enclosed.)
- 4. Conducting a training session for patrol members at the beginning of the school year.** Sponsors are responsible for the training of all safety patrol student volunteers. It is important for students to be know and demonstrate correct procedures for stopping traffic and crossing students. A training video is shown on the school district television station and is an excellent tool for training student volunteers.
- 5. Utilizing the Junior Safety Patrol booklets provided by the School Liaison program to reinforce patrol procedures.** The handbook is a reference guide for sponsors that gives specific instructions on the safe and effective operation of Junior Safety Patrol. A copy of the handbook will be provided for sponsors at the fall training and may also be accessed through the Wichita Police Department web site.

6. **Providing close daily supervision of patrol members while performing their duties.** The sponsor is responsible for monitoring the patrol members in the performance of their duties, and to be available to address behavior concerns from students walking to or from school, and drivers who are not cooperating with safety patrol members. ***In order to ensure the safe and effective operation of the safety patrol, sponsors should be outdoors monitoring the safety patrol at all times that the patrol is on duty.***
7. **Developing a schedule for patrol assignments.** Teachers, students and parents should have a copy of the patrol assignments or their reference. The assignment sheet or chart should include which students are assigned to each squad, the location each squad is to patrol, student responsibilities within the squad, the time students are expected to report for duty, and the time students will complete their assignment.
8. **Reporting an accurate account of patrol numbers to School Liaison.** This information is important to enable us to determine the number and amount of resources needed for special Junior Safety Patrol events.

## **DUTIES OF SAFETY PATROL MEMBERS**

### **Duties of the Captain**

1. Assist sponsor with monitoring the patrol members and students.  
(A Captain is often used where there is more than one corner to patrol.)
2. Assist the Sergeants as needed.
3. Check each corner at least once daily.
4. Fill in for an absent Sergeant.

### **Duties of the Sergeant**

1. Check patrol equipment before each duty period.
2. Monitor assembly and travel of patrol from the school to the patrol corner and back to ensure that it is done in an orderly manner.
3. Supervise the patrol and other students at the intersection.
4. Observe breaks in traffic to allow safe crossing of children.
5. Blow the Signal whistle.
6. Activate school crossing light (where used).

### **Duties of the Corner Patrol Member**

1. Proper handling of portable stop sign.
2. Observe approaching traffic.
3. Interact with students, other pedestrians, and drivers in a respectful manner.

On duty periods, all patrol members should meet at school at the designated time, before the arrival of the balance of the student body. Members pick up their equipment, their patrol signs, any other necessary equipment, and assemble outside the school.

## **FORMING THE PATROL**

Each Sergeant forms the patrol members for their corner in two lines, then leads the group to the designated corner. All members should stay in this formation to and from the patrol corner.

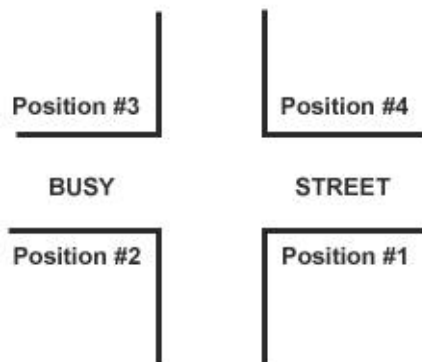
## **CARRYING THE PATROL SIGN**

The sign may be carried in either hand with the octagon shaped STOP sign pointed down, the handle extended up, and the word STOP turned in toward the body. The handle may touch the front or back of the shoulder. This is the correct way to carry the patrol sign and all members should carry the sign in the same manner.

## **CORNER POSITIONING PROCEDURE**

Upon reaching the corner, the patrol member on the nearest corner assumes that post, steps to the curb at the left edge of the sidewalk, turns facing traffic, and extends the stop sign on order of the Sergeant. The number two, three and four members hoist their signs in preparation to cross the street to their posts. The number two and three members cross the least busy street first while number four waits. Next, number four crosses the busy street at the same time as number three crosses the remaining street. (This has nothing to do with any numbers that may have been assigned to corners at any school. This refers solely to the order of crossing.)

See Diagram below:



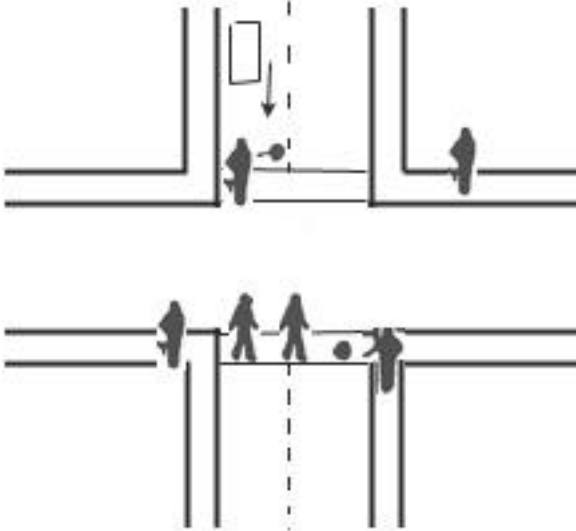
Members must use caution in walking across the street and must be sure approaching vehicles are stopped before walking in front of them. When they arrive at their post, they should step up on the curb with the signs extended. The Sergeant then blows one long, loud blast on the whistle and the signs are brought in.

## **STOPPING TRAFFIC**

When the signs are extended to stop traffic, the left hand will be near the end of the handle. It should be held close to the left hip, handle across the body, the right arm and hand extended toward the octagon STOP plate. The word STOP will face traffic. As the sign is held out in the street, the member should directly face the traffic to be stopped. Feet should be apart and the left foot slightly behind the right foot. This places the patrol member in a comfortable, yet firm, stance.

## **BLOCKED INTERSECTION**

The corner sign holders shall stay on the curb at all times with one exception. If a vehicle is parked so close to the crosswalk that approaching traffic is unable to see



the sign, you may take two steps from the curb, providing there is no one in the parked vehicle and the motor is not running. If anyone returns to the parked vehicle, the patrol member should immediately step back on the curb. Patrol members should always return to the curb when not actually holding the sign in the street. If it is necessary to leave the curb due to a parked vehicle, **NEVER** step into the roadway beyond the parked vehicle.

See diagram at left:

## **THE PATROL REST POSITION**

While corner members are at “rest position,” they should be standing at the left edge of the sidewalk away from the intersection facing and watching oncoming traffic. Observing traffic is important in case an oncoming motorist should lose control of the vehicle. While in the “rest position,” the member will hold the sign with the word STOP turned away from the street, facing any children approaching the crosswalk.

## **MONITORING CHILDREN AND TRAFFIC**

With the patrol members on their respective corners, the Sergeant should be stationed on the corner where the greatest number of children are gathering. At dismissal periods, the Sergeant should be on the corner nearest the school. This allows the Sergeant to monitor the children gathering on that corner.

When students start to gather, they should be kept back from the curb four to six feet to be safe in case of an accident or horseplay. When a sufficient number of children have gathered for a crossing, the Sergeant will observe that no trucks or busses are approaching. Next, the Sergeant checks that any approaching traffic is traveling at a reasonable rate of speed, far enough away that if the signs are extended, traffic can be safely stopped before entering the crosswalks. No emergency vehicles or funeral procession should be stopped.



When these observations are made, the whistle should be blown in one long , loud blast for the corner members to extend the stop signs into the street. The Sergeant will then observe that the approaching traffic **has stopped** and give two short blasts on the whistle to signal for the children to cross. As soon as all of children have cleared the crosswalk, another single long, loud blast on the whistle is given by the Sergeant to signal the corner members to return their signs to the “rest position.”

### **RE-ASSEMBLING THE PATROL**

The Sergeant blows one long, loud blast on the whistle and gives a verbal order “Assemble” to re assemble the squad. This is the only verbal order; all other commands are given by whistle. The process of returning to school from each corner is reversed.

### **DUTY TIME**

The sponsor and/or principal will determine the length of time that school crossings will be monitored. This will vary with the distance of the intersection from the school and the number of children crossing at the location. To avoid danger and facilitate safe crossing, children should be encouraged to arrive at supervised intersections while patrol members are on duty. The duty time for patrol operation should be kept to a minimum, while still allowing ample time for children to cross.

### **LIGHTNING SAFETY**

Sponsors and students should constantly monitor weather conditions. Be particularly watchful for sudden, violent spring and fall storms. Sponsors and students need to be aware of the signs of an approaching storm and especially watchful for lightning. **Patrol members should not be sent to corners if lightning is present. If lightning begins while patrol members are at corners, they should be brought in immediately.**

### **LIGHTNING INDICATORS**

1. A sudden storm may produce lightning.
2. Any lightning that is visible to patrol members on duty.
3. The patrol member feels as if his or her hair is standing on end or the back of the neck is tingling.

## **SEVERE WEATHER PROCEDURES**

1. A severe weather shelter should be assigned for each corner, i.e. church, "safe house."
2. In the event of sudden, severe weather, patrol members should drop the signs and proceed quickly to the location for their assigned corner.
3. If the student cannot quickly find shelter, he or she should find the lowest point on the ground. This can be done by lying on the ground or taking cover in a small ditch.
3. Stay away from all metal objects.
4. Stay out of open areas and away from trees. Lightning has a tendency to strike those areas most often.
5. In the event that someone is struck by lightning, call **911** immediately and **do not touch the person.**
6. If you feel a tingling to the back of the neck, crouch immediately into a ball so that only the balls of the feet are touching the ground.

## **SPECIAL SITUATIONS**

### **STREETS WITH CROSSING LIGHTS**

At locations where there is a school crossing light, the patrol will function as follows:

1. Upon arrival at the corner, the Sergeant will activate the light.
2. After the light changes to red, the Sergeant will see that traffic has stopped, then place the corner member as outlined earlier.
3. Hand signs should remain extended until the light has returned to blinking amber or green.
4. The Sergeant will blow one blast on the whistle for the signs are brought in.
5. The Sergeant, not the corner member, will always operate the push button.
6. No one should be standing in the street.

### **ONE-WAY STREETS**

If patrols operate on a one-way street where traffic is stopped from one direction, a left hand sign should be used.

## **EMERGENCY VEHICLES**

The Sergeant should observe the following procedure for emergency vehicles: When an emergency vehicle is noticed, all children, including patrol members, should move as far as possible from the intersection. After the vehicle has passed the intersection, the Sergeant should wait to determine if a second emergency vehicle is following. If the signs are out when an emergency vehicle is first observed, all children should move quickly from the street and follow the above procedure.

## **FUNERAL PROCESSIONS**

If children are crossing and a funeral procession approaches, hurry students across the street and give one long, loud blast on the whistle for corner members to bring in signs. If possible, other children gathered should also remain quiet.

## **HELPFUL NUMBERS**

Emergency	<b>911</b>
Emergency - - - - -Wichita Public Schools	<b>973-2100</b>
Patrol training - - - - School Liaison	<b>268-4207, 268-4117</b>
School safety - - - - -Wichita Public Schools	<b>973-2260</b>
Safety	
Services/Security	
Street lights or sign - -Traffic Engineering	<b>268-4393</b>
Traffic - - - - - Patrol North	<b>688-9500</b>
Patrol South	<b>337-9200</b>
Patrol East	<b>688-9331</b>
Patrol West	<b>941-0673</b>
Weather	<b>631-3333, category 1000</b>
	<b>838-2222</b>
Temperature	<b>436-1200</b>

Dear Parent/Guardian,

Your child has been selected to be a member of the Junior Safety Patrol. It is an honor to be selected to this position of leadership and responsibility. The signature of you and your child signifies your acceptance of the following guidelines:

- ?? Obey laws and safety rules as presented by Patrol sponsor.
- ?? Arrive at school at time designated by sponsor.
- ?? Act in a professional manner, treating drivers and pedestrians with respect.
- ?? Follow instructions given by Patrol sponsor, Captain, or Sergeant.
- ?? Dress appropriately for the weather conditions.

#### **PARENT PERMISSION AND COMMITMENT FORM**

I give my child, \_\_\_\_\_, permission to be a member of \_\_\_\_\_ School Junior Safety Patrol, and agree to support the guidelines as stated above.

**PARENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

#### **STUDENT COMMITMENT FORM**

I, \_\_\_\_\_, agree to follow the guidelines as stated above and to always act in a safe and responsible manner.

**STUDENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

## JUNIOR SAFETY PATROL EVALUATION

SCHOOL NAME \_\_\_\_\_ DATE/TIME OBSERVED \_\_\_\_\_

In order to maintain a high performance level for the Junior Safety Patrol Program and the safety of students in our community, the following procedures have been identified as crucial.

### GENERAL

- \_\_\_\_\_ A. Patrol members are orderly and quiet.
- \_\_\_\_\_ B. Patrol members walk in formation.
- \_\_\_\_\_ C. Patrol members hold signs properly.
- \_\_\_\_\_ D. All equipment is handled properly.

### PROPER CONTROL OF TRAFFIC

- \_\_\_\_\_ A. Captain or Sergeant checks traffic conditions before blowing whistle or giving verbal command to extend signs.
- \_\_\_\_\_ B. Captain or Sergeant observes that approaching traffic has stopped before giving the signal for children to cross.
- \_\_\_\_\_ C. Whistle blasts or verbal commands are clear and loud.
- \_\_\_\_\_ D. Signs remained out until all children crossed safely.
- \_\_\_\_\_ E. Signs are extended to allow vehicles enough time and distance to stop.
- \_\_\_\_\_ F. Patrol member(s) do not stand in the street unless view is obstructed by a parked vehicle.

### **POINT SYSTEM**

**3 POINTS** – ABOVE EXPECTATIONS

**2 POINTS** – MEETS EXPECTATIONS

**1 POINT** – NEEDS IMPROVEMENT

### **TOTAL SCORE**

**25 – 30** EXCELLENT

**20 – 24** GOOD WORK

**16 – 19** REVIEW PROCEDURES

**15 OR BELOW** – CONTACT SCHOOL LIAISON OFFICE  
AT 268-4207 FOR ASSISTANCE

SCORE \_\_\_\_\_